Common Origination and Disbursement

COD Processing Update

December 30, 2005

Direct Loan

COD News

NEW!

COD Processing Update Posting Schedule For January 2, 2006 (12/30/05)
On Monday, January 2, 2006, the COD Processing Update will not be updated or posted on the COD Web site, www.cod.ed.gov. Today's document will remain posted on the COD Web site until we post a new COD Processing Update on Tuesday, January 3, 2006.

Direct Loan Electronic Master Promissory Note Web Site Outage Saturday, 12/24/05, Tuesday, 12/27/05, And Saturday, 12/31/05 (12/19/05)
Due to Christmas Day and New Year's Day being on Sunday this year, the Direct Loan Electronic Master Promissory Note (MPN) Web site routine maintenance outages that are normally performed every Sunday morning have been rescheduled. In addition, annual updates to the PIN Web site, which is needed to complete or retrieve an electronic MPN, will take place during the holiday week (see http://www.ifap.ed.gov/eannouncements/1216AnnualUpdatestoPINSite.html for other affected Web sites).
The periods during which users will not be able to start the MPN process or retrieve an existing MPN via the Direct Loan Electronic MPN Web site are as follows:
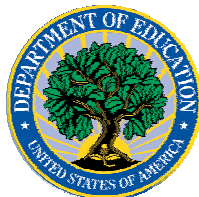
- 5:00 A.M. until 11:00 A.M. (ET) on Saturday, December 24, 2005

- 3:00 A.M. until 7:30 A.M. (ET) on Tuesday, December 27, 2005

- 5:00 A.M. until 11:00 A.M. (ET) on Saturday, December 31, 2005

We apologize for any inconvenience these outages may cause. If you have any questions, contact the COD School Relations Center.

COD Holiday Schedule For January 2, 2006 (12/16/05)
The COD School Relations Center will be closed on Monday, January 2, 2006, in observance of the New Year's Holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on January 2, 2006. However, requests for changes in funding levels and for funds will not be processed until Tuesday, January 3, 2006.

Further information regarding Christmas/New Year's holiday processing and customer service hours for COD and other FSA/ED call centers is available in an Electronic

COD Processing Update

Common Origination and Disbursement

COD Processing Update

Announcement on the IFAP Web site at
http://www.ifap.ed.gov/eannouncements/1216ChristmasNYClosings.html.

NEW!

Unlocking And Resetting COD Web Site Passwords (12/30/05)
COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, www.cod.ed.gov, and complete the following steps:

Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.

Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.

Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.

Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.

Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.

Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.

Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.

Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html
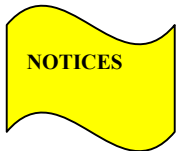
COD Processing Update

Hurricane Information (09/14/05)
FSA has established a link on the IFAP Web site,
http://www.ifap.ed.gov/eannouncements/katrina.html, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

Reports and Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center. (10/03/05)

Pell Grants

COD News

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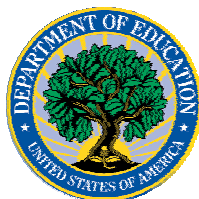http://www.ifap.ed.gov/eannouncements/1216ChristmasNYClosings.html.

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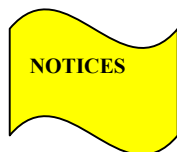
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Reports And Data Requests

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NOTICES

- Pell Year-to-Date (YTD) Records— The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

  - For rebuilds for the 2005-2006 Award

Year, the school can submit the data request via the COD Web site or batch.

- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

Issue	In Progress	Completed
Pell Grant Information Not Updated In NSLDS	√	